



# U.S. Department of Agriculture

## Personnel Security Bulletin #05-03 Subject: End of Year Case Processing – Action Due Prior to September 9, 2005

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Agriculture

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**Subject:**

End-of-year background investigations requests must be received by the Personnel and Document Security Division (PDSD) no later than September 9, 2005.

**Issue:**

Due to a high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by PDSD and received by the U.S. Office of Personnel Management (OPM) by the close of business on September 30, 2005.

**Date Issued:**

July 7, 2005

**Effective Date:**

July 7, 2005

**Scope and Effect:**

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

**Supersession:**

This Bulletin does not supercede any previous guidance issued.

### End of Fiscal Year Requests for Investigation

Year-end requests for background investigations must be received in PDSD no later than **September 9, 2005** (paper submissions) to ensure processing to the OPM before the close of business on September 30, 2005. The deadline for submitting Standard Form 86 requests through the Electronic Questionnaires for Investigations Processing (e-QIP) system is **September 22, 2005**.

All requests must be submitted with the required items along with properly completed security forms to ensure prompt processing by PDSD. Incomplete packets may be returned to the submitting agency.

**Further Information:**

For further information, please contact the Personnel and Document Security Division, at 202-720-7373.